

YELM COMMUNITY SCHOOL DISTRICT NO. 2
Thurston County, Washington
September 1, 1994 Through August 31, 1995

Schedule Of Findings

1. Internal Controls Within The District Transportation Department Need Improvement

Our audit of the district's transportation department revealed the following internal control weaknesses:

- a. Student ridership counts are not accurate. State funding for transportation is based in part upon a test count of students actually riding school buses during a one week count period. The transportation director told bus drivers to count students who normally rode the bus even if they were absent that day. This practice was contrary to regulations and to instructions the transportation director had received from the Educational Service District.

No one appeared to benefit personally from these actions. Federal funds were not involved.

- b. Drivers used a 1992 version of Form SPI 1022A to count student ridership. These forms were filled out in pencil. Further, 21 out of 41 of the 1022A forms were not signed by the drivers.

The transportation director then filled out 1994 versions of Form SPI 1022A, certified them with his signature, and gave them to the drivers to sign. The director should have used the same forms the drivers used in their counts. Also, the director should not have certified the forms until they were signed by the drivers.

WAC 392-141-160, District Reporting and Record Keeping Requirements states in part:

These reports shall be maintained for a period of three school years or until audited and include the following but are not limited to: (1) School bus route logs completed in ink by bus drivers for five consecutive days. These logs shall include the state school bus numbers, each bus stop, the number of students boarding the bus at each stop

The district has been overpaid for student ridership by an amount we cannot determine due to a lack of adequate internal controls over the counting process.

We recommend the district count only actual student riders and submit the original bus count logs signed by the drivers to the Superintendent of Public Instruction. We further recommend the forms be completed in ink prior to certification by the director.